

This section describes the correct use and placement of interior signs in district, division and project offices. The effective use of signs within Corps offices is an integral part of the Corps Sign Standards Program.

The signs illustrated in this section establish a sign system designed to fill most Corps office interior sign needs. It is important to unify the appearance of all interior signs being used. These signs should relate to one another so that the image they project is one of an efficient client- and service-oriented organization.

The System

The Corps interior sign program uses a high quality architectural sign system product with adaptations to fulfill the requirements of Corps facilities. The signs are available to Corps standards on General Services Administration (GSA) Schedule, and repeat orders are supplied on a rapid response delivery schedule. The basic attribute of a system like this is that the initial investment by the Corps is protected by an established system, and subsequent additions will be identical to the original installation.

The specifications and guidelines indicated here are intended to help people acquire signs with a high degree of quality control. The system is both affordable, easy to maintain and offers an important communications tool that will facilitate passage through a building.

These signs are adaptable for placement in existing GSA leased facilities and in locations managed entirely by the Corps. Sign placement in GSA facilities may require approval from the GSA building manager prior to installation. Interior signs are used to inform and direct Corps visitors and employees through the office area. Proper placement of signs will also add to the visual order in office areas.

Corps offices vary in size and layout. Some offices have an open-plan layout; others have fixed walls and doors. The majority are a combination of both open-plan and fixed wall. The interior sign system uses standard wall-mounted plaques and ceiling-mounted sign assemblies. The ceiling-mounted signs are designed to be used for directional information and area identification in large corridors and offices with an open-plan configuration. Signs that are wall-mounted include: directories and registries, direction, information and instruction

signs. They are used in both open-plan and fixed wall offices.

Maintenance

Flexible features built into this program will keep updating costs to a minimum. The inserts on signs can be replaced to keep information current without requiring the purchase of an entirely new sign. Materials and production processes have been standardized to help maintain continuity as facilities change, add new signs and/or alter sign messages.

Legend Typography and Format

Haas Helvetica Regular typeface is used for all interior signs, with the exception of building directories and registries. All typography is upper and lower case, flush left and rag right on the respective grid for each type of sign.

On sign legends you are encouraged to use full division, branch, section or project names for consistency and clarity. Avoid using abbreviations, acronyms or routing codes.

The layout grid for each type of sign has been designed to accommodate the common descriptive nomenclature used within the Corps. Use language consistently when preparing legends for a sign plan.

The Corps Communication Mark (Castle Only) may be used on Office Identification signs to identify Corps areas within a building occupied by different Federal agencies.

Color

The use of color in interior signage is an integral part of the building interior design, and should be used as part of an overall interior development.

Generally for information and identification signs, the actual sign panel should be a neutral tone color that will adapt to a variety of backgrounds and mounting conditions. This approach helps to control unnecessary visual clutter to the work environment. Following this approach, wall-mounted signs are made conspicuous by standardizing with a common color, along with uniform placement throughout a location for signs of a similar function.

The recommended Corps standard color for wall-mounted sign panels and frames is Office Dark Grey (no. 44) with white legends. Companion safety signs (e.g.,

emergency exit identification) should have white legends on Communication Red backgrounds with Office Dark Grey frames. This color scheme is appropriate in most interior environments, and will help unify offices where interior colors change from one area to another.

In buildings having a common interior color scheme throughout, additional standard colors may be considered for wall-mounted sign panels and frames, if the recommended Corps standard is not appropriate. The panel and frame system is available with five alternate colors with no effect to price. These include: black (no. 2) with white legend, Puffy (no. 43) with black legend, Light Grey (no. 47) with white legend, white (no. 42) with black legend, and Harvard Green (no. 71) with white legend. Background and frame will be of the same color (color samples are available from the supplier upon request).

In large, open-plan installations, where ceiling-hung signage is used, colors should be coordinated with the building interior design. Brighter colors, however, should be considered for ceiling-hung elements as an added visual aid to improve wayfinding. The background colors for ceiling-hung signage are shown in Section 4, page 4-9. These selections include: Office Red (no. 24), Office Blue (no. 13), Office Green (no. 27), and Office Warm Grey (no. 03). Legends on these signs are to be white.

If none of the colors listed above are appropriate to the designated interior environments, custom signage may be considered. The use of nonstandard colors is more costly on the initial order, and may be difficult to acquire on reordering. Manufacturing wall signs in custom colors is not recommended because it reduces durability, increases cost and increases servicing time. Custom signage systems should be considered only if they are prepared by a qualified interior designer in consultation with the district/division Sign Program Manager.

Preparation of a Sign Plan

This section has been organized in the same lineal way that interior signs are placed in a building or office: beginning with the identification of the building and ending with the identification of each employee's desk.

To prepare a sign plan for an office,

identify the sign needs using a lineal process and categorize sign requirements by function, identification, direction and information.

After categorizing the signs, use a scaled floor plan to record the location. Identify each sign on the plan using the identification code as they will be identified on the project sign schedule. Refer to Section 3: Program Plan and Documentation for information about sign plan preparation. On a separate Sign Order Worksheet, list each sign type and the specific legends for the sign. Refer to an organizational chart or complete office listing for correct names of all offices and services when preparing legends for the directory and all other signs. Verify all information before ordering.

Sign location and legend content should be designed specifically to direct or inform someone visiting a building for the first time. Place only enough information on each sign to take the visitor to the next decision point. Do not combine the information from two different sign types onto one sign.

In leased facilities, verify that the sign systems comply with local sign codes.

The types of signs specified in this section are described in the order in which they are normally placed within a facility. Shown below is a generic office layout with a description of each sign type. Detailed descriptions and scaled

layout grid are shown on the following pages.

For assistance in planning or ordering office interior signs contact the district/division Sign Program Manager.

1) Main Identification:

Placed on the building or main entrance door identifying the facility (see Section 5).

2) Building Directory:

The building or floor directory is placed prominently in the lobby for entering visitors. The type of directory used will depend on the size of offices and number of organizational groups to be listed (see pages 18-4 and 18-5).

3) Professional Registry:

A professional registry, matching the floor directory design, may be placed next to same (see page 18-6).

4) Directional signs:

Placed at decision points in corridors and office area entrances. The type of directional signs used will be determined by the configuration of the space. The wall-mounted type is more appropriate in small office areas and in narrow corridors. Overhead directional signs may be more practical in large offices and facilities with open-plan configurations. The type of directional selected should be used consistently throughout a facility. Specify directional signs for both entrance and exit (see pages 18-8 through 18-11).

5) Identification Cube:

In offices with large open-plan work spaces, each key division, branch, or other important location may be clearly identified with a ceiling mounted cube. This cube is visible from more than one direction and provides a visual reference point within a space (see page 18-13).

6) Office Identification:

Used for individual offices or work spaces. These signs have removable legend panels and may be easily updated (see page 18-15).

7) Information signs:

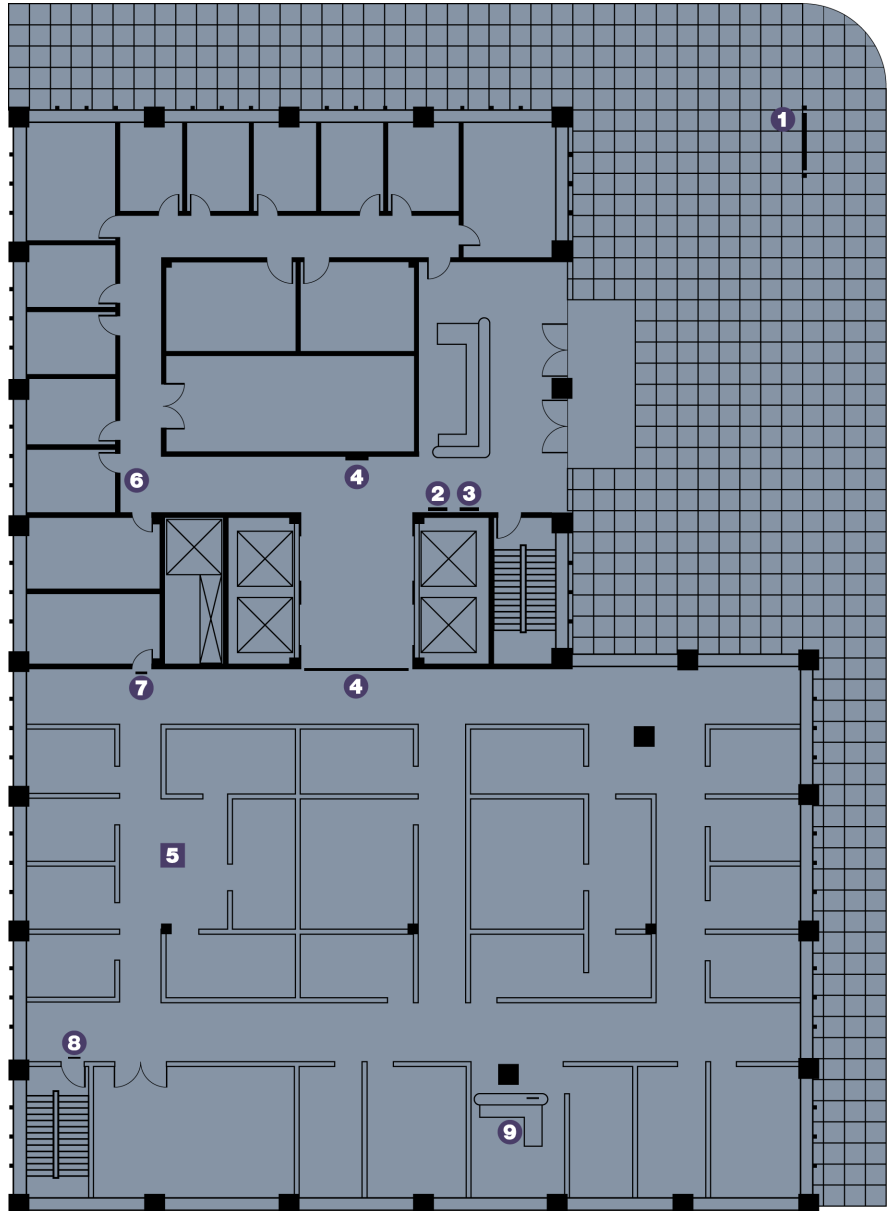
Used to identify all building support facilities. This type of sign is similar to the Office Identification plaque but has a different graphic layout grid (see page 18-17).

8) Safety-related signs:

Used to identify safety-related issues: stairways, safety equipment, emergency exit, etc. and are to be used in conjunction with signs required by local code (see page 18-18).

9) Employee Identification:

A small plaque has been provided for placement on desks or adjacent walls at the entrance of the individual office or work area (see page 18-20).



The most appropriate mounting location for a directory is within direct sight of the entrance to the lobby and in visual proximity to elevators or main floor corridors.

The directory is used to centrally list offices of the Corps in a building and to identify the location of each. There are two basic sizes of directories: a large two-

column panel and an one-column panel (see page 18-5). Both types incorporate an identifying Corps header panel that includes the Corps Signature, the full facility name and sign title "Directory." Individual name strips are inserted into the frame.

The larger two-column building directory accommodates a full listing of all organi-

zational groups in a district or division office.

The individual strips (up to 62) are easily removed or replaced to keep the office listing up-to-date. When ordering a directory, allocate space for 20-25% more strips than are currently needed so future additions can be made.

The directory shown is not internally illuminated. Nonilluminated directories are substantially less expensive to install and maintain. Should an illuminated directory be required, the basic header-panel format and typographic specifications are to be maintained.

Directory listings may be organized with all destinations listed alphabetically, or by division, office, branch, section, etc., with organizations internal to the larger parts listed under these organizational groups. This second method of listing may be confusing because a first time visitor may be coming to see someone in one group in the organizations hierarchy, but does not know what larger group this destination is a part of. Ideally, frequently visited locations are listed both alphabetically, and as part of their respective parent organization.

The secondary lines in directory listings, which include sub groups of a larger organization are to be listed with a .25" indent for clarity and ease of reading.

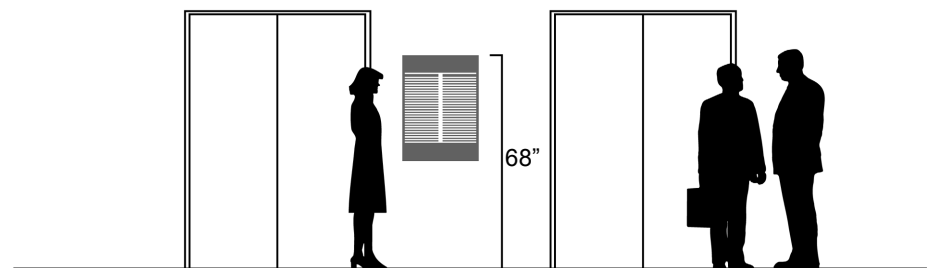
Lower Mississippi River Division Headquarters Directory			
Location	Room	Location	Room
Construction Division	283	Information Management Office	290
Contract Administration Branch	291	Customer Assistance Branch	289
Office Engineering Branch	292	Information Support Services Branch	292
Superintendent and Inspection Branch	83	Communications Section	295
Project Management Section	312	Computer Operations Section	253
Quality Assurance Section	340	Printing Plant Section	237
Contract Division	274	Visual Information Section	237
Contracts Branch	345	Operations Division	238
District Engineer	348	Emergency Operations Branch	241
Deputy District Engineer for Civil Works	345	Natural Resources Branch	283
Executive Assistant	361	Navigation Branch	283
Engineering Division	392	Drift Management Section	283
Civil Program Management Branch	292	Hydrographic Survey Section	283
Civil Project Management	331	Office Operations Branch	310
Design Reports and Relocations Section	338	Real Estate Division	83
Hydrology/Hydraulics Section	339	Acquisition Branch	435
Water Control Management Section	276	Leasing Section	435
Design Branch	261	Civil Projects Support Branch	435
Architectural Section	330	Resource Management Office	371
Civil Section	342	Budget Branch	371
Electrical Section	380	Finance and Accounting Branch	375
Estimating Section	420		
Site Development Section	387		
Foundations and Materials Branch	391		
Dams and Levees Section	402		

* Sign Type Suffix Code
F = Frame of sign
H = Header and base panel
with clear face
M = Message strip
S = Strip

Sign Type	Legend Size (A)	Panel Size	Specification Code	Mounting Height	Color Bkg/Lgd
INT-1F*	-	26.125"x18.875"	IMP-1	68"	DG/WH
INT-1H*	.6875"	25.25"x18"	IMP-1	-	DG/WH
INT-1M*	.25"	1"x9"	IMP-1	-	DG/WH
INT-1S*	.25"	.5"x9"	IMP-1	-	DG/WH

Directories should to be mounted in a non-glare area. Ambient light should be bright enough for good legibility.

Place directory in building lobby or elevator lobby in unobstructed view for entering visitors.

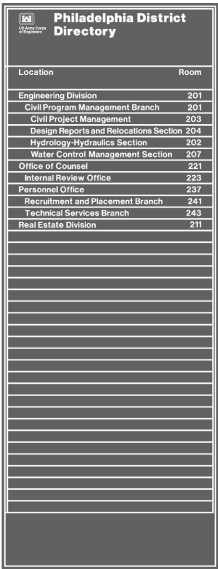


The one-column directory is designed for placement in project offices or as a floor directory in a multistory office building.

The one-column directory accommodates up to 22 insert strips. The individual strips are easily removed or replaced as required to keep the listing up-to-date.

When ordering a registry, allocate space for 20-25% more strips than are currently needed so future additions can be made as required.

For graphic format refer to layout grid on page 18-7.

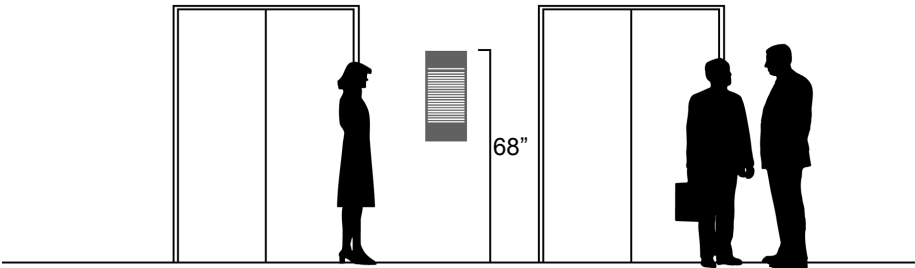


* Sign Type Suffix Code
F = Frame of sign
H = Header and base panel
with clear face
M = Message strip
S = Strip

Sign Type	Legend Size (A)	Panel Size	Specification Code	Mounting Height	Color Bkg/Lgd
INT-2F*	-	14.375" x 9.5625"	IMP-1	68"	DG/WH
INT-2H*	.375"	13.625" x 8.75"	IMP-1	-	DG/WH
INT-2M*	.25"	1" x 9"	IMP-1	-	DG/WH
INT-2S*	.25"	.5" x 9"	IMP-1	-	DG/WH

Directory to be mounted on wall 68" from the floor to the top of sign in a nonglare area. Ambient light should be bright enough for good legibility.

Place directory in building lobby or elevator lobby in unobstructed view for entering visitors.



For offices that also display a professional registry, a matching frame and header panel is available to the same specifications as the directory and mounted at a common height. Where possible, order a registry that is the same size as the companion directory.

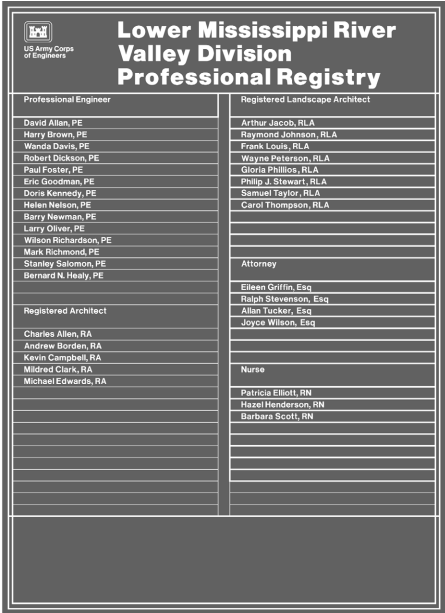
The individual strips are easily removed or replaced as required to keep the listing up-to-date.

For graphic format refer to layout grid on page 18-7.

Each respective professional group is identified separately under a 1" insert header.

The listing is identified and organized by profession as shown. A registry is generally composed of the following licensed or certified professions:

- Professional Engineer (PE)
- Registered Architect (RA)
- Registered Landscape Architect (RLA)
- Attorney (Esq.)
- Nurse (RN)
- Certified Park and Recreation Professional (CPRP)
- Certified Forester (CF)



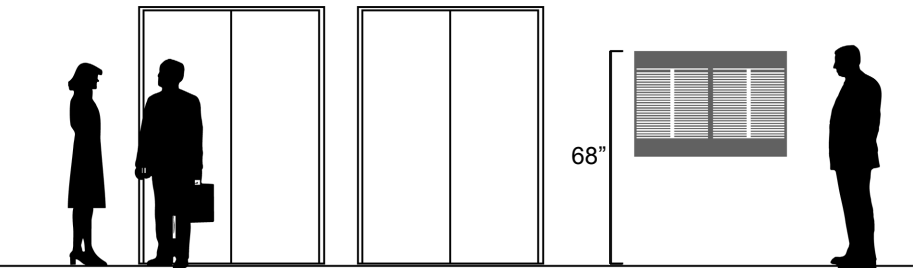
* Sign Type Suffix Code
F = Frame of sign
H = Header and base panel with clear face
M = Message strip
S = Strip

Sign Type	Legend Size (A)	Panel Size	Specification Code	Mounting Height	Color Bkg/Lgd
INT-3F*	-	26.125"x18.875"	IMP-1	68"	DG/WH
INT-3H*	.6875"	25.25"x18"	IMP-1	-	DG/WH
INT-3M*	.25"	1"x9"	IMP-1	-	DG/WH
INT-3S*	.25"	.5"x9"	IMP-1	-	DG/WH

Sign Type	Legend Size (A)	Panel Size	Specification Code	Mounting Height	Color Bkg/Lgd
INT-4F*	-	14.375"x9.5625"	IMP-1	68"	DG/WH
INT-4H*	.375"	13.625"x8.75"	IMP-1	-	DG/WH
INT-4M*	.25"	1"x9"	IMP-1	-	DG/WH
INT-4S*	.25"	.5"x9"	IMP-1	-	DG/WH

Professional registry to be mounted in a nonglare area. Ambient light should be bright enough for good legibility. Place registry in building lobby or elevator lobby in unobstructed view for entering visitors.

When used in combination with a directory, mount panel side-by-side at a common height.



The typeface for the header panel on a two-column sign is Helvetica Bold .6875" capital letter height, upper and lower case (initial capitals only). The one-column header panel uses Helvetica Bold .375" capital letter height, upper and lower case (initial capitals only). Follow standard Corps letter- and word-spacing (see

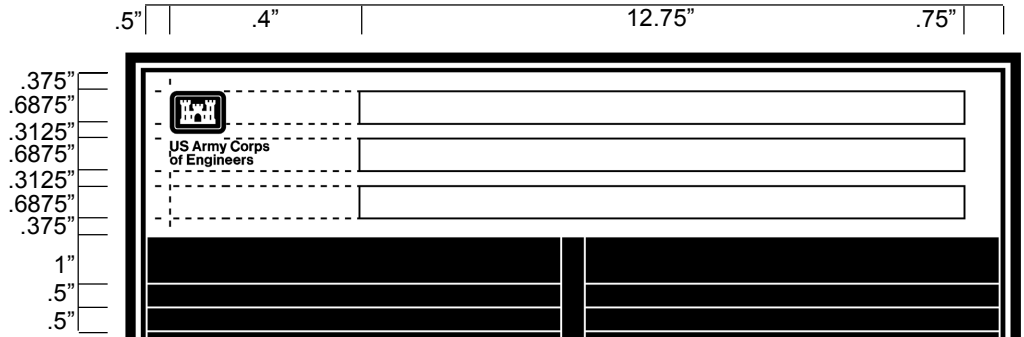
Appendix D, page D-12). Strips use Helvetica Medium 24 point, upper and lower case (initial capitals only).

All legends are surface screen-printed on the panel substrate. Sign background color is Office Dark Grey with white legend and reversed version of the Corps Communication Mark.

For fabrication and material specifications, see Appendix B, pages B-8 and B-8-1.

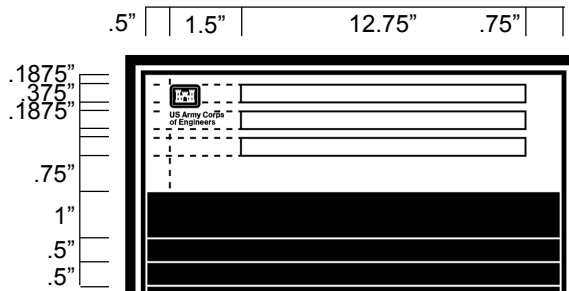
Two-Column (25.25"x18") Header Panel:

All type on header panel is flush left, rag right. Panel accommodates a maximum of three lines.



One-Column (13.625"x8.75") Header Panel:

All type on header panel is flush left, rag right. Panel accommodates a maximum of three lines.



a) Directory Strips:

Message strip with indication of "Location" and "Room" are 1" high. All other strips are .5" height with type flush left, rag right and the numeral flush right.

Location	Room	Professional Engineer
Construction Division	283	George T. McKinsey, PE
Resource Management Office	291	Daniel L. Holseman, PE
Finance and Accounting Branch	292	Donald T. Munsey, PE
Civil Works Accounting Section	B3	Peter R. Rofley, PE

a)

b)

b) Registry Strips:

Message strips indicating a professional group are 1" high. All other strips have a .5" height with type flush left, rag right. It is recommended to leave the insert preceding a 1" insert blank to improve legibility (see page 18-6).

Location	Room
Resource Management Office	291
Finance and Accounting Branch	292

Numbers align flush right with "Room"

The ceiling-mounted corridor directional sign is designed for placement at the ends of elevator lobbies and at the main corridor decision points in larger open plan office areas to identify primary destinations within an area.

This type of directional sign, because of its large size, becomes an architectural

element in the space. Mounting locations should not conflict with existing building details. To avoid damage, do not use where existing ceilings are lower than 9'-0". It is not recommended for use in conjunction with Small Ceiling Directional signs (see page 18-9).

This assembly may be used as a one-

sided panel mounted at the end of a corridor, or as a two-sided, multi-directional unit mounted perpendicular to traffic. The interchangeable panels afford convenient message revision as changes in the use of office areas occur.

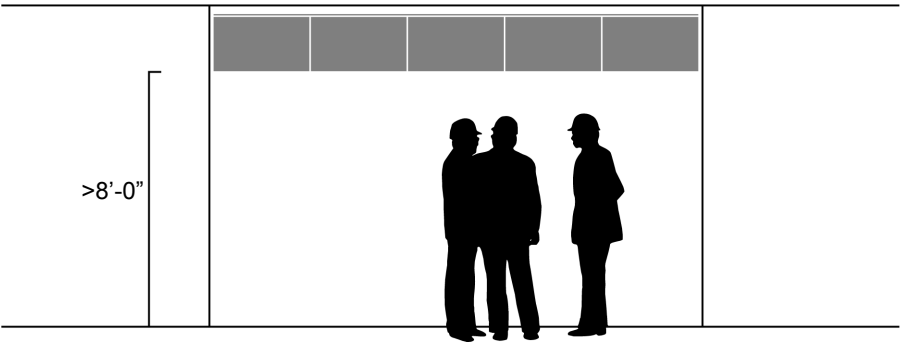
For graphic format refer to layout grid on page 18-10.



When mounting as a modular series, place signs with left and straight directional arrows on the left, and directional signs with arrows to the right on the right of the assembly. Unused panels are left blank.

Sign Type	Legend Size (A)	Panel Size	Specification Code	Mounting Height	Color Bkg/Lgd
INT-5	1.5"	12"x18"	SCP-2	>8'-0"	-/WH

Mount parallel to ceiling frame or the intersecting corridor; perpendicular to the approaching viewer.



This is a double-face directional sign that is designed for traditional fixed wall, corridor type offices or open-plan configurations. These signs may be used in conjunction with wall-mounted identification signs (see page 18-15).

These signs are mounted perpendicular

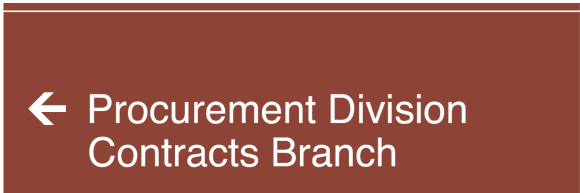
to the direction of the corridor and can be viewed from both directions. One or two (space permitting) legends may be placed on each panel face as shown.

The full name of the office is to be listed on the sign legend; avoid using abbreviations, acronyms or routing codes. Use

the typographic and layout grid specification provided on page 18-10. Use of this type of sign is not recommended for spaces with ceilings less than 9'-0" high.

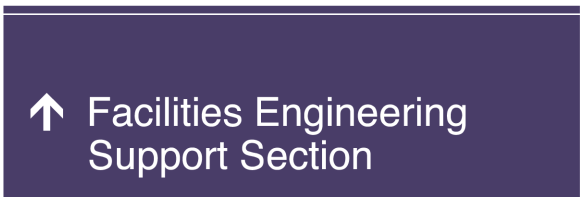
For graphic format refer to layout grid on page 18-10.

a) Two 1-line, left-directed legends



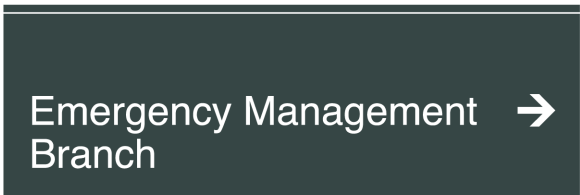
a)

b) One 2-line, straight-directed legend



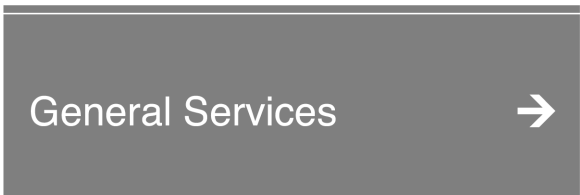
b)

c) One 2-line, right-directed legend



c)

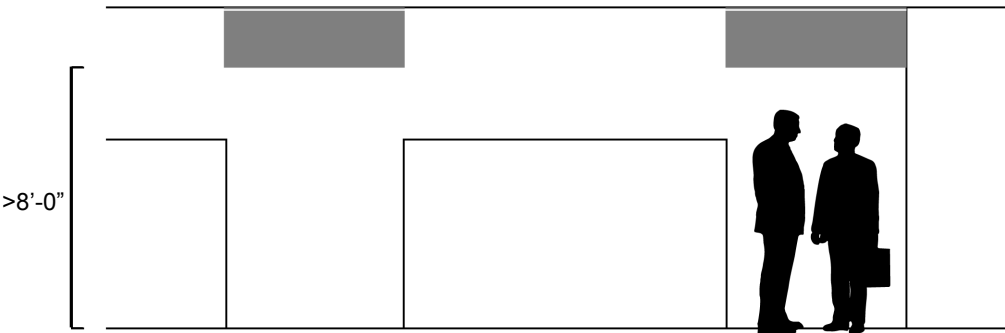
d) One 1-line, right-directed legend



d)

Sign Type	Legend Size (A)	Panel Size	Specification Code	Mounting Height	Color Bkg/Lgd
INT-6	1.5"	10"x30"	IMP-2	>8'-0"	-/WH

Placement of single 30" panels may be centered in the hallway. In corridors 60" or wider, two panels may be mounted end-to-end.



Both the Large Modular and Small Ceiling Directional attach conveniently to suspended ceiling systems without altering existing frames, using hardware provided.

Typography to be Helvetica Regular, 1.5" capital letter height, upper and lower case

letters (initial capitals only), with the exception of the arrows which shall be of the medium weight. Follow standard Corps letter- and word-spacing.

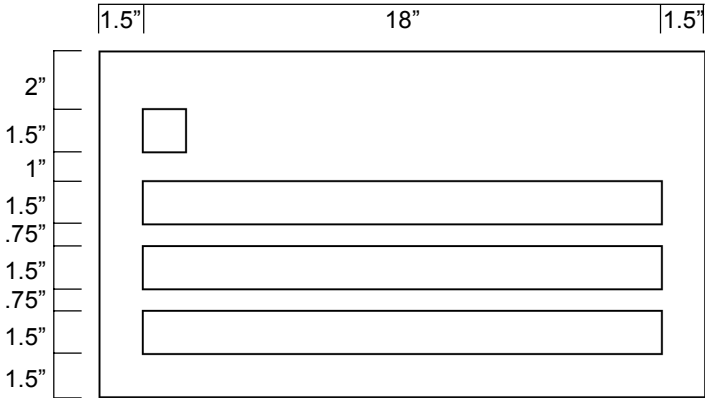
Background color to be selected from Corps interior sign background colors specified on page 4-9 (Office Red, Office

Blue, Office Green and Office Warm Grey). Legend color to be screen-printed white.

For fabrication and material specifications, see Appendix B, pages B-8 and B-8-2.

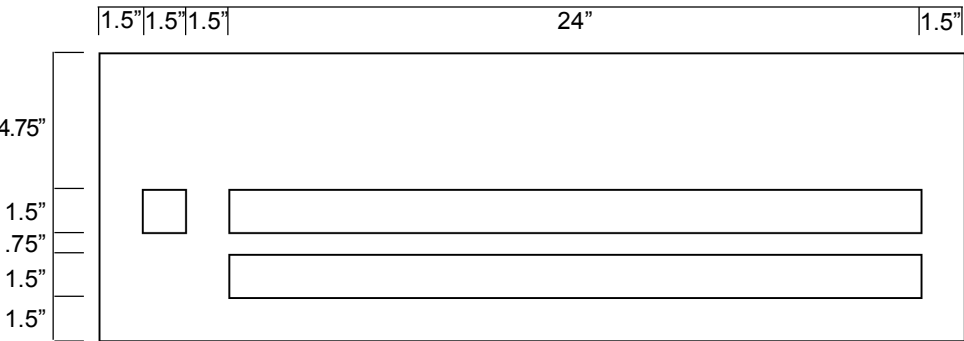
Large Modular Directional:
Layout to be flush left, rag right on the specified grid. Grid accommodates legends up to a maximum of three lines.

Left-, straight-, and right-directed legends are to be flush left with (medium) arrow in the upper left corner (see examples on page 18-8).



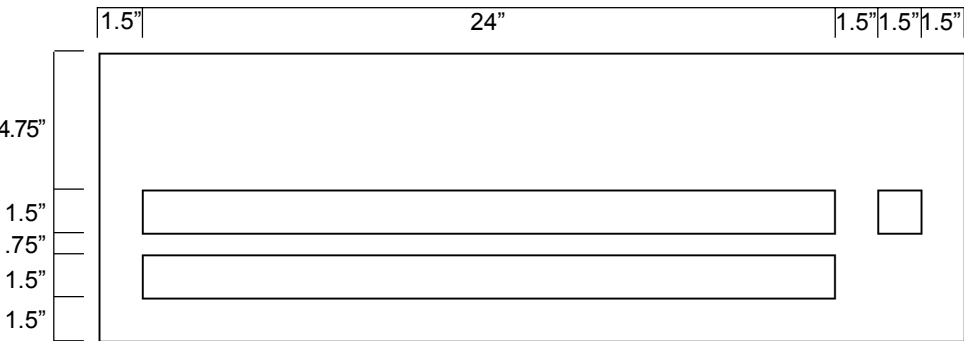
Small Directional, Grid A:
Left- and straight-directed legends to be flush left with (medium) arrow on the left.

Layout to be flush left, rag right. Grid accommodates a two-line legend maximum (see examples on page 18-9).



Small Directional, Grid B:
Right-directed legends to be flush left, rag right with (medium) arrow on the right.

Layout to be flush left, rag right. Grid accommodates a two-line legend maximum (see examples on page 18-9).



Wall-Mounted Directional signs are placed at key decision locations in office hallways and open-plan office corridors to guide visitors and Corps staff through the building. This is the most adaptable directional sign for most office interior configurations and is used in lieu of ceiling-mounted directionals.

The cost-efficient directional sign system is easy to maintain by periodically replacing the insert panel, while retaining the frame. Concise legends contribute importantly to a successful directional signage system. Because of limited space, the sign legends may be condensed as shown without departmental identification, if message clarity is not diminished.

Two basic formats are provided, a 12"x12" and a 6"x12" panel. The messages are surface screen-printed in white on the Office Dark Grey panel insert. For graphic format refer to layout grid on page 18-12. Changes on small wall-mounted directories require replacement of entire panel insert.

12"x12" Square Panel:

Multiple line legends with .5" letters.

Names of locations shown are abbreviated, deleting organizational identifications such as "Division" or "Branch."



INT-7

6"x12" Panel:

Multiple line legends with .5" letters.



INT-7

6"x12" Panel:

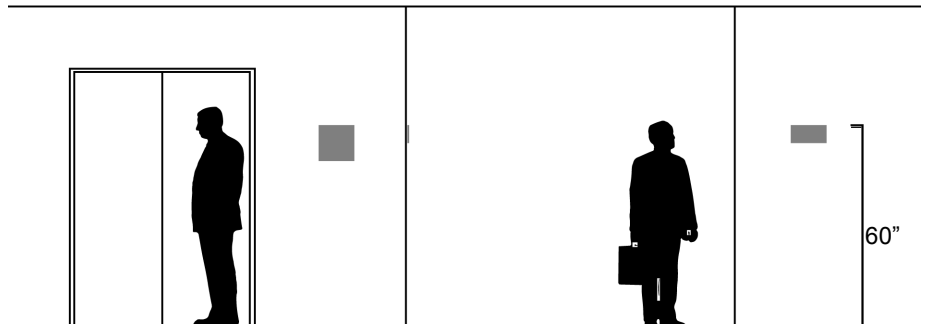
Two-line room number legend with 1" letters.



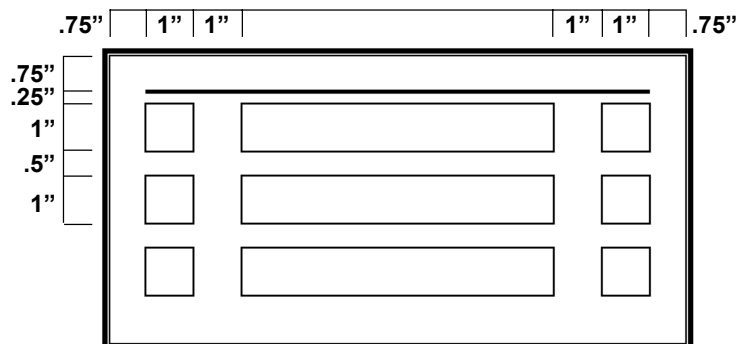
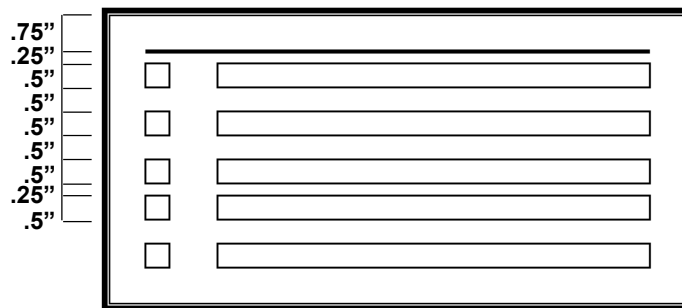
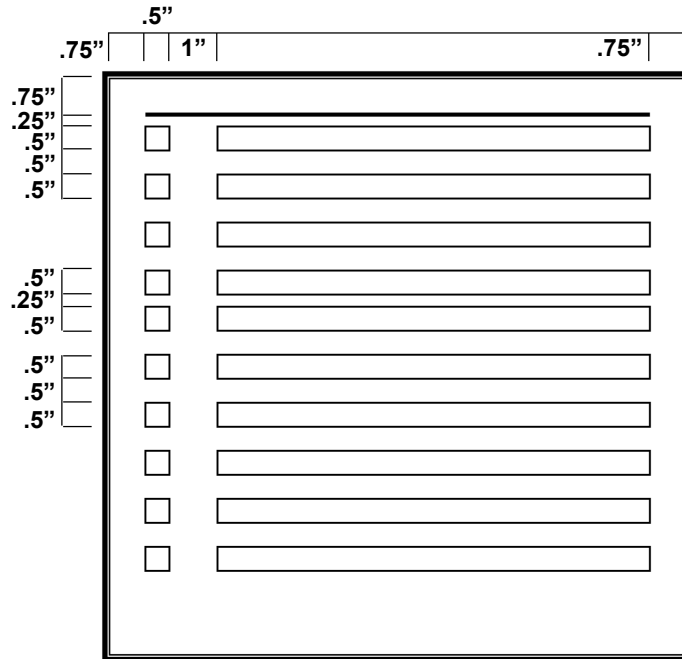
INT-7

Sign Type	Legend Size (A)	Panel Size	Specification Code	Mounting Height	Color Bkg/Lgd
INT-7	.5"	12"x12"	IMP-3	60"	DG/WH
INT-7	.5"	6"x12"	IMP-3	60"	DG/WH
INT-7	1"	6"x12"	IMP-3	60"	DG/WH

Wall-mount at eye level (60" to the top of the sign panel) in direct view of approaching visitors.



For fabrication and material specifications, see Appendix B, pages B-8 and B-8-3.



This four-sided ceiling-mounted sign is designed for placement above the central information or secretarial station of the division or branch within an open-plan office configuration. Since this Identification Cube becomes a point of reference in large open-office areas, it should be located within a clear sightline of oncoming viewers.

Only key organizational groups should be identified. An overproliferation of cubes in the space will diminish the value of a few well-placed signs.

The cube inserts into a 24"x24", or a 24"x48" standard suspended ceiling system and may be specified with or without

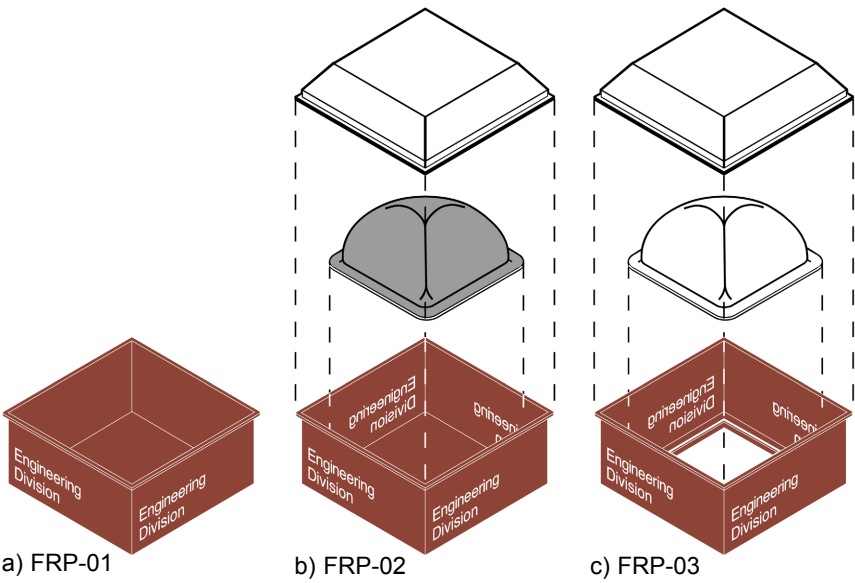
interior lighting. Use of ceiling-mounted Identification Cubes is not recommended for spaces with ceilings less than 9'- 0" high.

For graphic format refer to the layout grid on page 18-14.

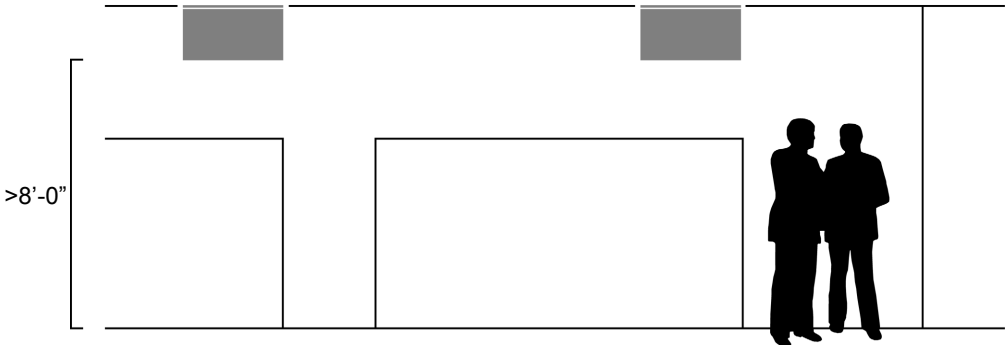


Modules may be ordered in three different configurations:

- a) Nonilluminated module.
- b) Module with an illuminated legend, includes an internal diffuser to distribute the light evenly through translucent legend, using existing light fixtures.
- c) Illuminated module with a translucent directed lighting aperture inside the module to light legend and provide a down light, using existing light fixtures.



Sign Type	Legend Size (A)	Panel Size	Specification Code	Mounting Height	Color Bkg/Lgd
INT-8	1.5"	24"x24"x12"H	FPR-01/02/03	>8'-0"	-/WH



Typography to be Helvetica Regular, 1.5" capital letter height, upper and lower case letters (initial capitals only). Follow Corps standard letter- and word-spacing (see Appendix D, page D-15).

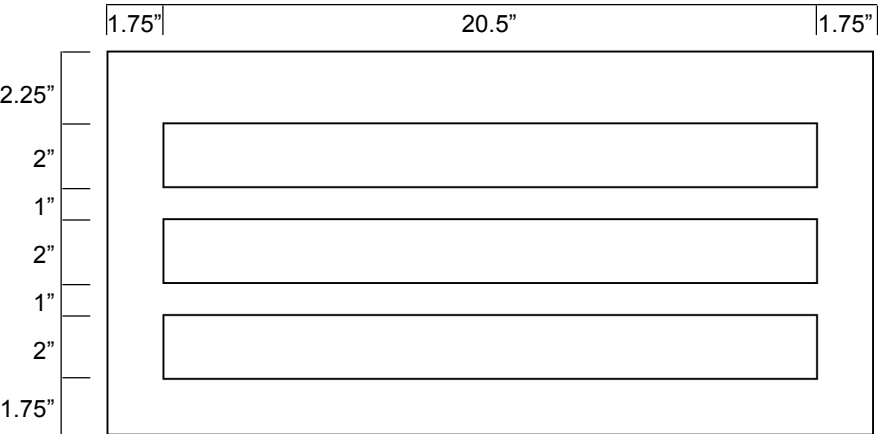
Background color to be selected from Corps interior sign background colors

specified on page 4-9 (Office Red, Office Blue, Office Green and Office Warm Grey). Legend color to be screen-printed white.

For fabrication and material specifications, see Appendix B, pages B-9 and B-9-1.

Place full name of organization on each side of the cube. The use of abbreviations, acronyms or routing numbers is discouraged because they are confusing to visitors.

Place typography flush left, rag right, on the three-line layout grid as shown.



This 4"x8" sign is used to identify offices or work areas and supporting facilities. The removable sign legend panel can be changed or moved to another sign frame without removing and replacing the entire unit. Illustrated below are the many different legend formats which can be used depending on identification needs.

No more than two messages are to be placed on one sign. Employee names are not to be placed on identification plaques (see Employee Identification, page 18-20).

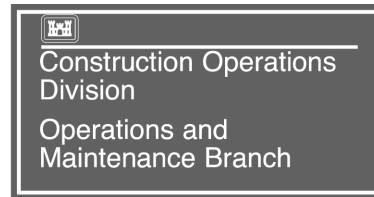
When the sign is mounted in offices shared with other federal agencies, a

.625" high reversed version of the Corps Communication Mark may be placed in the upper left corner of the identification plaque, as shown in examples "a" and "f" below.

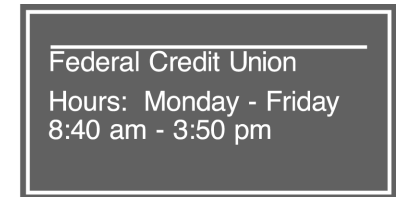
For graphic format refer to layout grid on page 18-16.

a) Two 2-line legend groups: branch and division identification. The Mark is placed in upper left corner.

b) One 1-line and one 2-line legend group: service office name identification with customer service information.



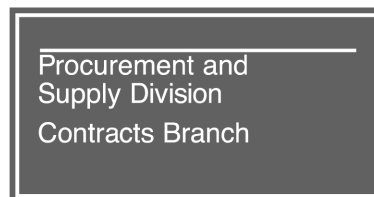
a)



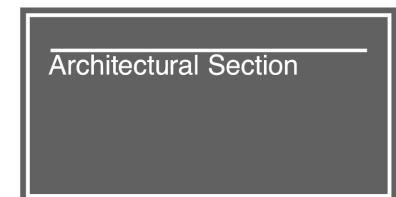
b)

c) One 2-line and one 1-line legend group: branch and division identified.

d) One 1-line legend group: section identification.



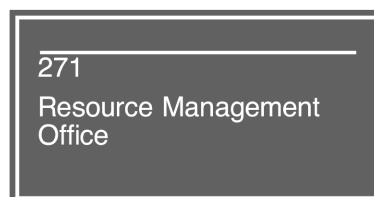
c)



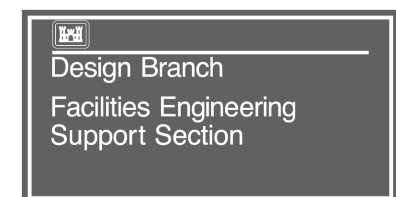
d)

e) One 1-line and one 2-line legend group: number and office name.

f) One 1-line and one 2-line legend group: branch and section. The Mark is placed in upper left corner.



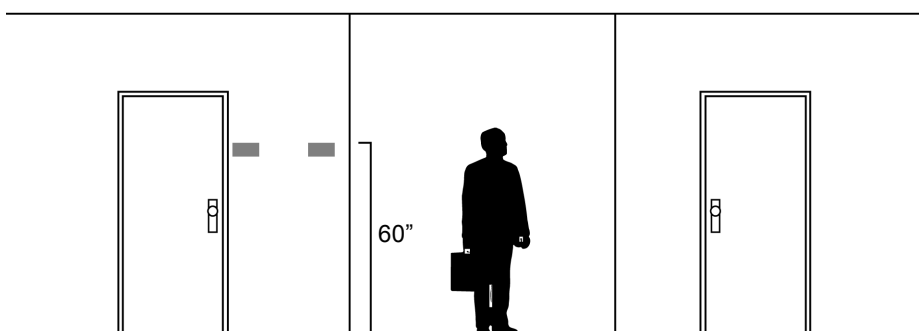
e)



f)

Sign Type	Legend Size (A)	Panel Size	Specification Code	Mounting Height	Color Bkg/Lgd
INT-9	.4375"	4"x8"	SCP-3	60"	DG/WH

Wall- or door-mount at eye level (60" to the top of the sign panel) in direct view of approaching visitors.



Typography to be Helvetica Regular, .4375" capital letter height, upper and lower case letters (initial capitals only). Follow standard Corps letter- and word-spacing (see Appendix D, page D-15).

The dimensions of the grid for multiple legend signs are for reference only. The

number of lines and their configuration will vary depending on the length of the office name and layout. The relationship of one line of type to another will not change. There is a .4375" space between different legends and a .1875" space between the first and second line of a two-line legend.

Insert panel background and frame color to be Office Dark Grey with white legend, rule and optional Corps Communication Mark (reversed version) above rule.

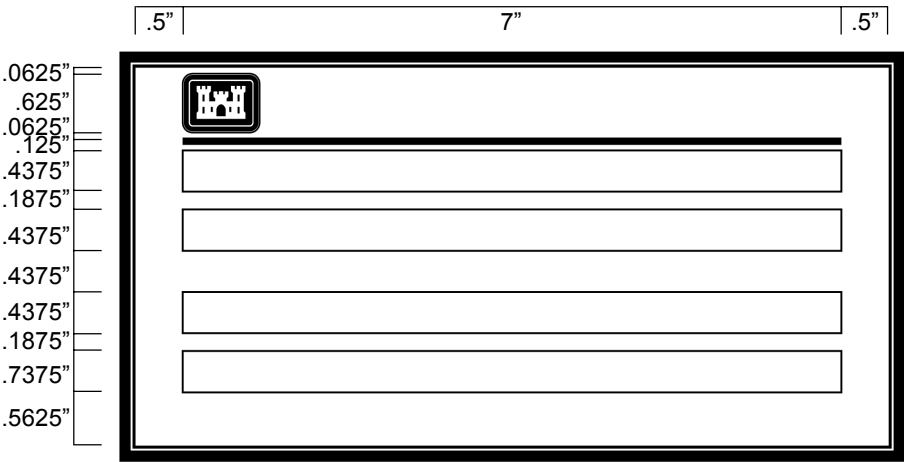
For fabrication and material specifications, see Appendix B, pages B-8 and B-8-4.

4"x8" Panel:

Layout to be flush left, rag right on the grid. Grid has four-line maximum with one .4375" line space between top and bottom legend groups. Use full organizational name. For clarity, avoid using abbreviations, acronyms or routing codes.

The optional .625" high reversed version of the Communication Mark shall be placed in the upper left corner of the panel as shown on the layout grid.

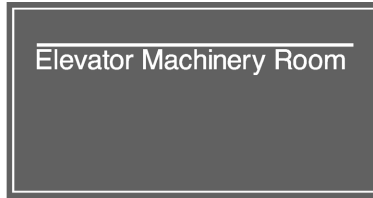
Rule to be 4 points thick.



This 4"x8" sign is used to identify all building support facilities. This type of sign is similar to the Office Identification plaque but uses a different layout grid (see layout grid on page 18-19).

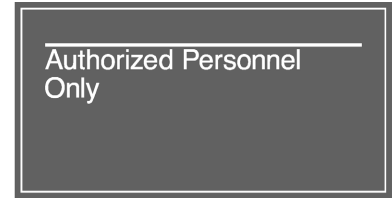
The removable sign legend panel can be changed or moved to another sign frame without removing or replacing the entire unit. Examples are shown in the illustrations below.

a) One-line legend with standard .4375" capital letter height.



a)

b) Two-line legend with standard .4375" capital letter height.



b)

c) One-line legend with 1" capital letter height.



c)

d) One to four-line legend with standard .4375" capital letter height.



d)

e) One-line legend with 1" capital letter height.



e)

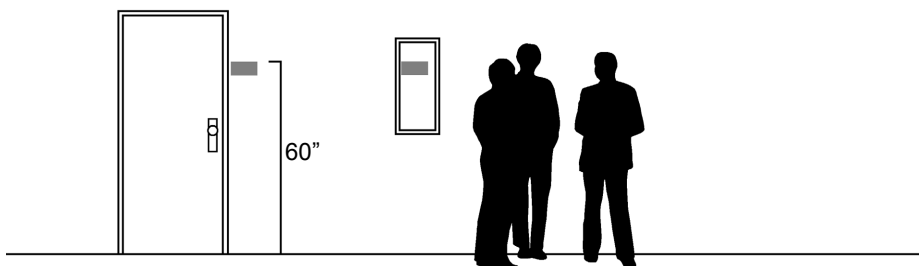
f) Two-line legend with 1" capital letter height.



f)

Sign Type	Legend Size (A)	Panel Size	Specification Code	Mounting Height	Color Bkg/Lgd
INT-12	.4375"	4"x8"	SCP-3	60"	DG/WH
INT-12	1"	4"x8"	SCP-3	60"	DG/WH

Mount at eye level 60" from floor to top of sign on doors and walls.



This 4"x8" sign is used to identify safety-related equipment and facilities such as: stairways, safety equipment, emergency exits, etc. This type of sign is similar to the Information plaque but is differentiated by having a Communication Red sign panel insert with the standard Office Dark Grey mounting frame as used for all other wall-mounted interior signs.

The removable sign legend panel can be changed or moved to another sign frame without removing and replacing the entire unit.

For graphic format refer to layout grid on page 18-19.

a) One to four-line legend with standard .4375" capital letter height.



a)

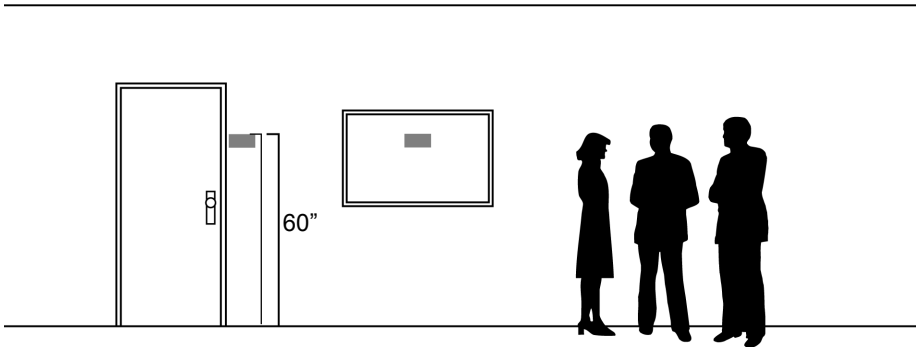
b) One to two-line legend with 1" capital letter height legend.



b)

Sign Type	Legend Size (A)	Panel Size	Specification Code	Mounting Height	Color Bkg/Lgd
INT-11	.4375"	4"x8"	SCP-3	60"	CR/WH
INT-11	1"	4"x8"	SCP-3	60"	CR/WH

Mount at eye level, 60" from floor to top of sign, on doors, fire extinguisher, hose cabinets, etc.



Typography to be Helvetica Regular, .4375" or 1" capital letter height, upper and lower case letters (initial capitals only). Follow standard Corps letter- and word-spacing (see Appendix D, page D-15).

insert. Safety-related signs use a Office Dark Grey frame with Communication Red insert; legend to be white.

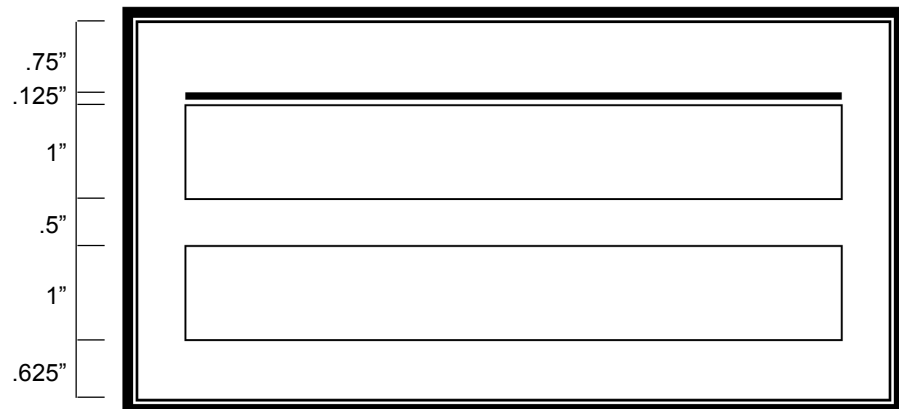
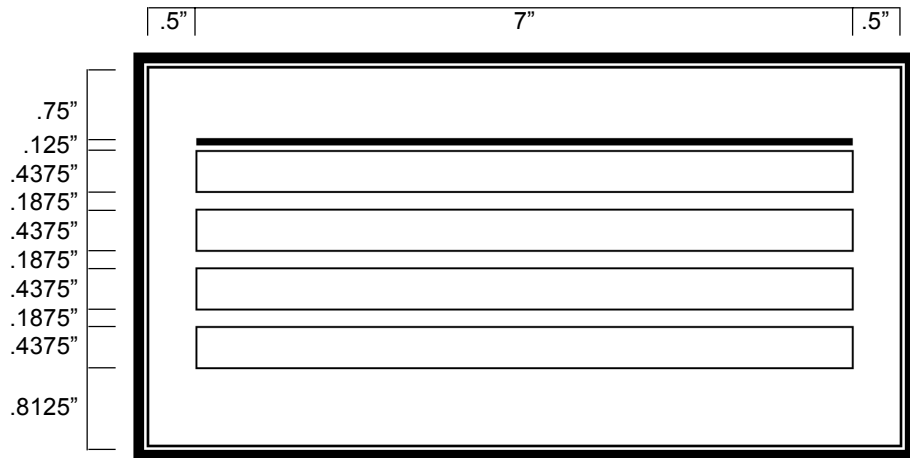
For fabrication and material specifications, see Appendix B, pages B-8 and B-8-3.

Information signs have an Office Dark Grey sign frame with Office Dark Grey

4"x8" Panel:

Layout to be flush left, rag right. Grid with standard .4375" lettering will hold a maximum of 4 lines. Signs with 1" capital letter height will accommodate 2 lines as shown below.

Rules to be 4 points thick.



This sign is used to identify employee's office, desk or workstation. It may be placed adjacent to the entrance door, on the desk or on a partition wall.

The sign is designed for employee's name only. Titles and professional

designations are not to be placed on this type of sign.

For fabrication and material specifications, see Appendix B, pages B-8 and B-8-3.

a) First name, middle initial and last name.



a)

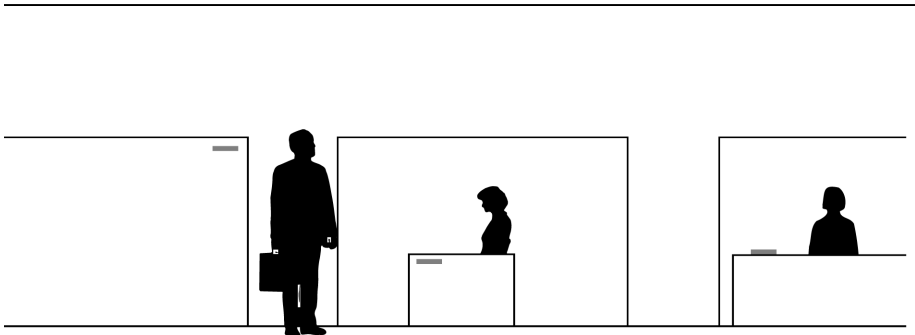
b) First and middle initials and last name.



b)

Sign Type	Legend Size (A)	Panel Size	Specification Code	Mounting Height	Color Bkg/Lgd
INT-10	.375"	1.5"x8"	SCP-3	Variable	DG/WH

This small sign should be placed for easy identification of each work space. The exact placement will vary with each office layout. Where possible, placement should be consistent throughout an office area.



Typography to be Helvetica Regular,
.375" capital letter height, upper and
lower case letters (initial capitals only).
Follow standard Corps letter- and word-
spacing (see Appendix D, page D-15).

to be Office Dark Grey with white legend
and rule.

For fabrication and material specifica-
tions, see Appendix B, pages B-8 and
B-8-3.

Insert panel background and frame color

1.5x8" Panel:

Layout to be flush left, rag right on the
grid. For consistency, the use of
titles, nicknames, professional
degrees or affiliation after a name is
strongly discouraged.

Rule to be 4 points thick.

